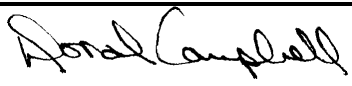
 <p style="text-align: center;">ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction</p>	Index #: 503.07	Page 1 of 3
	Effective Date: December 15, 2001	
	Distribution: B	
	Supersedes: 503.07 (2/1/99)	
Approved by: 		
Subject: INMATE MARRIAGES		

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606, TCA 39-15-301, TCA 36-3-104.
- II. PURPOSE: To establish guidelines for inmate marriages.
- III. APPLICATION: To all institutional employees and inmates, all privately managed institutions, excluding offenders assigned to and actively participating in an S.A.I.U. program.
- IV. DEFINITIONS: None.
- V. POLICY: An inmate in a correctional facility may be permitted to marry unless such marriage is found to be unlawful or may present a serious threat to the security of the institution.
- VI. PROCEDURES:

Marriages involving an inmate may be approved by the warden pursuant to the following procedures:

- A. The inmate and intended spouse must each submit a letter to the institutional chaplain notifying him/her of their intent to marry. The chaplain shall complete the Marriage Application, CR-1922.
- B. The letters must be received by the chaplain at least sixty (60) days in advance of the requested wedding date to allow for verification of information and to make appropriate arrangements. Sixty (60) days reflects the minimum waiting period. However, inmates and intended spouses are encouraged to wait a longer period of time.
- C. The chaplain shall attempt to arrange at least one (1) counseling session prior to the marriage. Institutional chaplains should conduct the counseling session, however, it is permissible for outside ministers/counselors to conduct the session if the institutional chaplain is not available or determines that outside counseling would better serve the needs of the inmate and intended spouse.
- D. The institutional chaplain shall use TOMIS conversation LCDG, Contact Notes, to document counseling sessions using contact type PMCC, Pre-Marriage Counseling by Chaplain. In facilities with volunteer chaplains only, comments may be given to counseling staff for entry on TOMIS conversation LCDG.
- E. Inmates shall not marry while on furlough without prior approval by the warden. Such approval shall be obtained through the procedures outlined above and documented on TOMIS conversation LCDG, Contact Notes.

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- F. Prior to the wedding:
1. The chaplain/counselor will:
 - a. Provide the criminal history of the inmate to the intended spouse and discuss sentencing and release with both parties; and
 - b. Review institutional guidelines for the marriage services.
 2. The inmate shall prepare and have notarized a statement containing his/her name, age, current address, and the name and address of his/her next of kin or legal guardian. The inmate's intended spouse will need to take this notarized statement to the appropriate court clerk when applying for the marriage license.
- G. If the inmate is transferred during the waiting period, the previously approved date of marriage shall remain in effect.
- H. The warden shall develop procedures covering marriage ceremonies consistent with security needs of the institution. At a minimum, these procedures shall be available to the inmate population and include provisions concerning:
1. Permissible locations within the institution for the ceremony
 2. Application procedures for ceremony
 3. A brief special visit not to exceed one (1) hour following the ceremony. The visit will be closely supervised by a staff member(s) in the same manner as routine visitation.
- I. Wedding Ceremony
1. The wedding ceremony shall consist of the inmate and intended spouse only. The warden may approve a maximum of four (4) guests from outside of the institution; however, they must be immediate family of the bride or groom.
 2. The inmate is required to wear the standard prison issue uniform.
- J. There shall be no provision for items to be brought to the facility for the ceremony, i.e., cake, punch, camera, bouquet, etc. There will be no reception permitted.

VII. ACA STANDARDS: 3-4380, 3-4386.

VIII. EXPIRATION DATE: December 15, 2004.



TENNESSEE DEPARTMENT OF CORRECTION
MARRIAGE APPLICATION

INMATE NAME: _____ TDOC NUMBER: _____

INSTITUTION: _____ DATE OF REQUEST: _____

NAME OF INTENDED SPOUSE: _____

ADDRESS: _____

Number

Street or Route

City

State

Zip Code

Is the female party pregnant?

☐

Yes

☐

No

Due Date: _____

Have the engaged parties already had a mutual child born?

☐

Yes

☐

No

Proposed wedding date and arrangements: _____

Approved by:

Chaplain Date Warden Date

Disapproved by:

Chaplain Date Warden Date

Reason(s) for Disapproval: _____

Counseling Sessions:

1st: _____ 2nd: _____ 3rd: _____